



April 2024

Welcome to the new **learning and development edition** of the Managers Memo.

This newsletter will be sent to all people leaders every second month to build awareness of what training is coming up for you and your team. The alternating month of the Memo will focus on other news and resources managers need to be kept up to date with.

Whether you **forward this email**, or **mention it in your next team huddle**, please communicate what training is coming up to your team members and encourage them to develop their skills in an area that is relevant to their role and of interest to them.

If you like the sound of a workshop below but have a conflicting roster, be sure to search the title on TMS as later dates for certain workshops may be on offer.

COURSES YOU DON'T WANT TO MISS



Coaching Conversations

This course equips staff at all levels to have better discussions and inspire those around them. Whether they are team members or patients.

Level 2 is now available for those who have completed Level 1.

[Find out more](#)



Psychological first aid

An evidence-informed approach to support workplace stress and teach coping mechanisms.

The course can be adapted to the specific needs of a staff member.

[See dates and locations below](#)



Recruitment & selection

Are you a new manager or need a refresher on recruiting staff?

This workshop provides an overview of the key requirements to adhere to when recruiting in Metro North.

[See online dates below](#)

ONLINE

24 April	Challenging conversations	Register on TMS
30 April	Supporting employees through HR matters	Register on TMS
1 May	Conversations that make a difference	Register on TMS
8 May	Maximising project outcomes	Register on TMS
9 May	Complaints management - resolving workplace concerns	Register on TMS
13 May	Positive performance management and performance development plans (PDP) - getting the most out of your PDP	Register on TMS
15 May	Maximising project outcomes	Register on TMS
15 May	Recruitment and selection	Register on TMS
20 May	Fostering positive workplaces and relationships	Register on TMS
21 May	Leading innovation	Register on TMS
21 May	Quality and healthcare improvement	Register on TMS
22 May	Maximising project outcomes	Register on TMS
29 May	Maximising project outcomes	Register on TMS
29 May	Absence management	Register on TMS
5 June	Industrial framework and line manager decision making	Register on TMS
13 June	Domestic and family violence - how to support employees	Register on TMS
18 June	Health management	Register on TMS
19 June	Recruitment and selection	Register on TMS
27 June	Conflicts of interest	Register on TMS

HERSTON

24 April	Psychological First Aid Foundations - STARS	Register on TMS
30 April	Psychological first aid Applied - RBWH	Register on TMS
2 May	Coaching conversations Level 1 - RBWH	Register on TMS
7 May	Psychological first aid Foundations - RBWH	Register on TMS
22 May	Psychological first aid Applied - STARS	Register on TMS
28 May	Psychological first aid Applied - RBWH	Register on TMS
6 June	Coaching conversations Level 1 - STARS	Register on TMS
27 June	Psychological First Aid Foundations - STARS	Register on TMS

THE PRINCE CHARLES HOSPITAL

30 May	Coaching conversations Level 1	Register on TMS
13 June	Coaching conversations Level 2	Register on TMS

26 June	Coaching conversations Level 1	Register on TMS
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CABOOLTURE

13 May	Coaching conversations Level 1	Register on TMS
17 June	Coaching conversations Level 1	Register on TMS
25 June	Psychological first aid Foundations	Register on TMS

COMMUNITY & ORAL HEALTH

30 April	Simulated interprofessional learning - Brighton	Register via email
13 May	Psychological first aid Foundations	Register on TMS
16 May	Coaching conversations Level 1	Register on TMS
23 May	Coaching conversations Level 2	Register on TMS
31 May	Psychological first aid Applied	Register on TMS

REDCLIFFE

There are no Redcliffe in-person learning and development events scheduled for inclusion in this edition of the Managers Memo. There are some planned for July which will be promoted in the June edition.

Please see the online workshops listed above.

“The only thing worse than training your employees and having them leave is not training them and having them stay.” — Henry Ford

Please [contact us](#) if you would like some news from your team included in the Managers Memo.

We would love to know if this Managers Memo was valuable to you. Is there something you'd like to see in a future edition?

Provide your feedback

Metro North
Health



Queensland
Government

